NVSL Meet Manager Operations Manual

For use with

Hy-Tek Meet Manager V3.0

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Version 30_v2

Forward

In the summer of 2008, the Northern Virginia Swim League (NVSL) began using two software programs from Hy-Tek Ltd.: **Team Manager** used by each team to maintain their roster, create meet entries, and maintain meet results; and **Meet Manager** used to run NVSL meets. The NVSL operating instructions for these two Hy-Tek programs are provided in separate documents. This was done to make them more manageable in size, and also because different persons are often doing the team management/meet entries and running the meets

This document covers the operation of the **Meet Manager** program. Each user of the Meet Manager program is expected to be familiar with basic Windows operations, such as opening and saving files, copying files and running programs. Each user should also have a basic familiarity with the Hy-Tek software. A user's manual is available on the Hy-Tek website and each program also contains a robust help function.

Hy-Tek provides two technical support options (for licensed users) as follows:

E-Mail: support@hy-tekltd.com

Telephone: 866-941-5123

NVSL support for use of these programs is provided first by your Division Data Coordinator and then the Automation Committee. See the NVSL website

http://nvsl.nvblu.com

for the current contact information for the Automation Committee (Contacts | Committees tab). Additional information on NVSL use of Hy-Tek software is also available under the Information | Documents Center tab in the NVSL | Hy-Tek | Documentation directory.

Comments and suggestions on this manual are also welcome and should be forwarded to the Automation Committee.

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Section 1 - Introduction

1.1 Program Description

The NVSL uses Meet Manager 3.0 (hereafter, called Meet Manager or just MM) to run the league swim meets (dual meets, Divisional Meets and the All Star Meets). This manual will only cover those features of MM needed for NVSL operations. You can learn how to use other features from the program documentation or the built-in Help.

1.2 Hy-Tek Program Versions and Licenses

In order to insure that all teams have the capabilities in MM needed for the current NVSL season, you must be running at least the minimum Hy-Tek software versions listed in the Document Center of the NVSL website at http://www.nvsl.nvbl.com

The version number is shown, along with the name of the license holder, in the box at the lower, left-hand side of the main program screen (see below). Updating to the latest version is free and easy to do using the Check for Updates function in the program. You can also check for the latest version and download the update from the Hy-Tek web site at

http://www.hy-tekltd.com

Please note that according to the Hy-Tek software license, your Meet Manager license must be in the name of your Division.

1.3 Computer System Requirements

Hy-Tek says MM 3.0 is designed to run on any PC compatible computer with a minimum speed of 300 MHz and at least 64 MB of RAM. HY-TEK recommends using a 1 GHz PC or faster with 128 MB of RAM or more. MM is a true Windows 32 bit application and runs on any of the following Operating Systems - Microsoft's Windows NT, Windows 2000, Windows XP, Vista, or Windows 7. Any Windows-supported printer will work with the Hy-Tek software.

1.4 Databases

The MM program operates on a database file (*.mdb). One meet is one database. A database can be copied and purged of entries/results to set up a similar meet.

MM has the capability to easily backup and restore the currently active database. You are encouraged to make regular use of this backup capability, especially after the meet. You may also want to make backups at regular intervals during your meets.

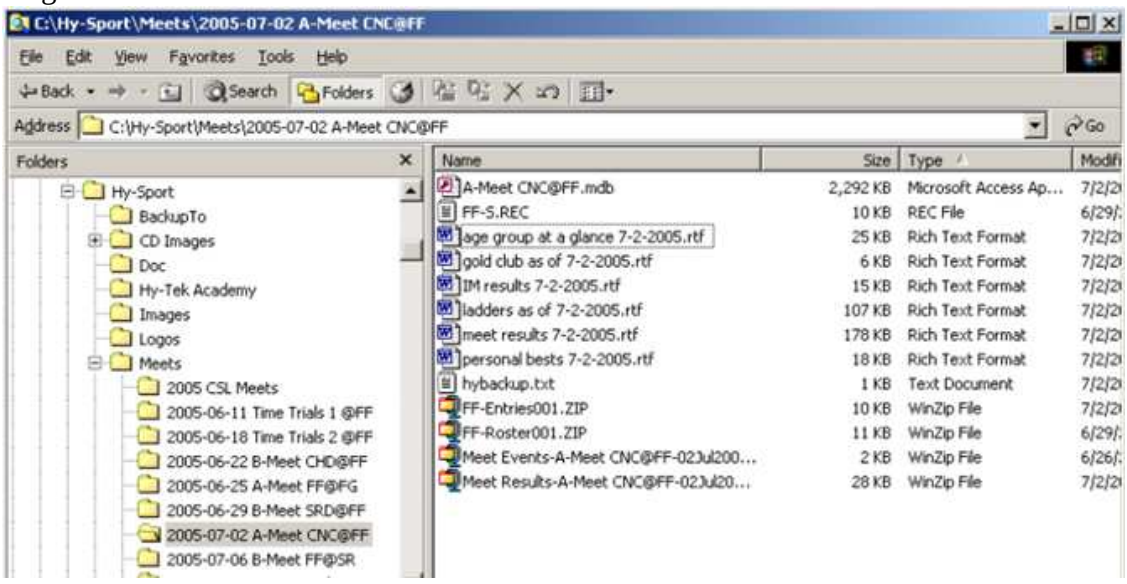
1.4.1 Hy-Sport Directory for Meet Files

When MM is installed it automatically creates another directory called **C:\Hy-Sport**. The Hy-Sport directory contains files necessary for the Hy-Tek programs to function. It is recommended that each team create a sub-directory named "**Meets**" in the "**C:\Hy-Sport**" directory to store all the meet information such as Meet Manager databases, meet events files, and results output. Some teams add a sub-directory for each year (e.g. "**2008**") under the **C:\Hy-Sport\Meets** directory. The user then makes a sub-directory in "**Meets**" where all files pertaining to that meet will be kept. The recommended NVSL naming standard for this directory is:

yyyy-mm-dd [Meet Type]-[Visitor Initial]@[Home Initial]

e.g. **2008-06-21 A-Meet S@V**

An example of this directory structure is provided in the following diagram.

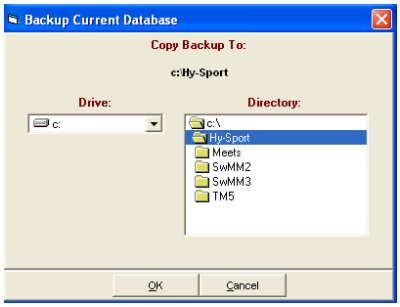

C:\Hy-Sport\Meets\2005-07-02 A-Meet CNC@FF
File Edit View Favorites Tools Help
Back Search Folders
Address C:\Hy-Sport\Meets\2005-07-02 A-Meet CNC@FF
Go
Folders
Hy-Sport
BackupTo
CD Images
Doc
Hy-Tek Academy
Images
Logos
Meets
2005 CSL Meets
2005-06-11 Time Trials 1 @FF
2005-06-18 Time Trials 2 @FF
2005-06-22 B-Meet CHD@FF
2005-06-25 A-Meet FF@FG
2005-06-29 B-Meet SRD@FF
2005-07-02 A-Meet CNC@FF
2005-07-06 B-Meet FF@SR
Name
Size
Type
A-Meet CNC@FF.mdb 2,292 KB Microsoft Access Ap...
FF-S.REC 10 KB REC File
age group at a glance 7-2-2005.rtf 25 KB Rich Text Format
gold club as of 7-2-2005.rtf 6 KB Rich Text Format
IM results 7-2-2005.rtf 15 KB Rich Text Format
ladders as of 7-2-2005.rtf 107 KB Rich Text Format
meet results 7-2-2005.rtf 178 KB Rich Text Format
personal bests 7-2-2005.rtf 18 KB Rich Text Format
hybackup.txt 1 KB Text Document
FF-Entries001.ZIP 10 KB WinZip File
FF-Roster001.ZIP 11 KB WinZip File
Meet Events-A-Meet CNC@FF-02Jul200... 2 KB WinZip File
Meet Results-A-Meet CNC@FF-02Jul20... 28 KB WinZip File

1.4.2 Setting Backup Preferences

You can set MM to automatically back up your database at an interval you choose.

From the Main Menu Set-up➔Options➔Personal Preferences	
You can set the automatic backup intervals by entering the number of days in the box. OK	

Whether you have enabled the automatic backup feature or not, you can initiate a manual backup at any time. To make a backup of the database:

File➔Backup Select the backup drive and the directory on the backup drive. Add optional comments to be stored with backup OK	

Read the notes about Hy-Tek recommendations.

Add optional comments (message) to be stored with the backup.

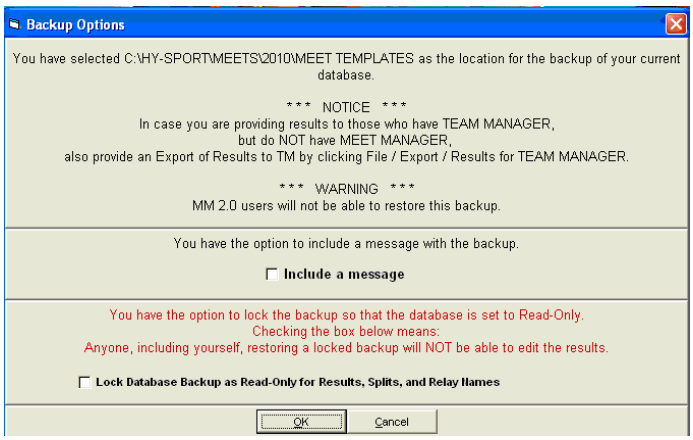
If you are going to share the backup file with others do not lock the database.

To proceed:

OK

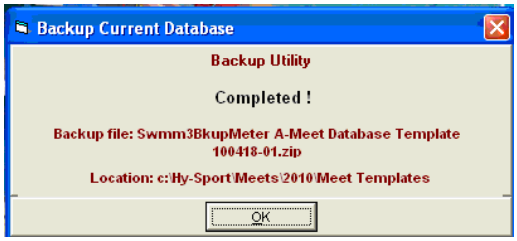
Else to abort

Cancel


Backup Options
You have selected C:\HY-SPORT\MEETS\2010\MEET TEMPLATES as the location for the backup of your current database.
*** NOTICE ***
In case you are providing results to those who have TEAM MANAGER,
but do NOT have MEET MANAGER,
also provide an Export of Results to TM by clicking File / Export / Results for TEAM MANAGER.
*** WARNING ***
MM 2.0 users will not be able to restore this backup.
You have the option to include a message with the backup.
Include a message
You have the option to lock the backup so that the database is set to Read-Only.
Checking the box below means:
Anyone, including yourself, restoring a locked backup will NOT be able to edit the results.
Lock Database Backup as Read-Only for Results, Splits, and Relay Names
OK
Cancel

If you are backing up to a directory of the hard drive that already contains a backup of this database, TM will create a unique filename and not overwrite previous backup file.

OK



1.5 General Program Setup

There are many options and settings in the program that you can explore on your own. I want to point out two features that may ease your use of the program.

1.5.1 Program Options

MM is used to print time cards, print meet programs, run a NVSL dual meet and print ribbon backings. To see what options, if any, your version MM includes, select **Help | About** from the Main Screen. You will see a box that shows you the version number, the license name and all the options associated with that license. NVSL provided MM disks include options for Award Labels and Entry/Deck Cards/Labels.

1.5.2 Navigating Around the Program

If you are in one of the windows of the program (e.g. Run, Athletes, Teams, Events, etc.) you can close the window and return to the Main Screen by clicking on the “Close” button in the upper right corner of the window.

Alternatively, you can click the “Exit” button, which is on many of the windows. It is the folder icon with an up arrow.

Section 2 – Preparing for the Meet

This section describes the pre-meet process, that is, everything that must be done before the meet. Some of the preparation of the database can even be done before the meet entries are received.

2.1 Downloading the Meet Database

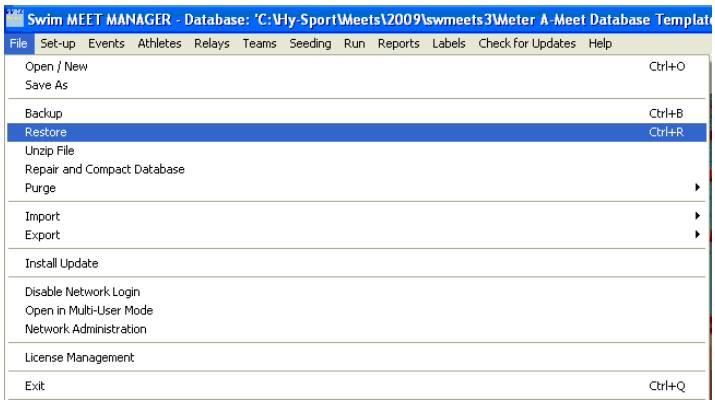
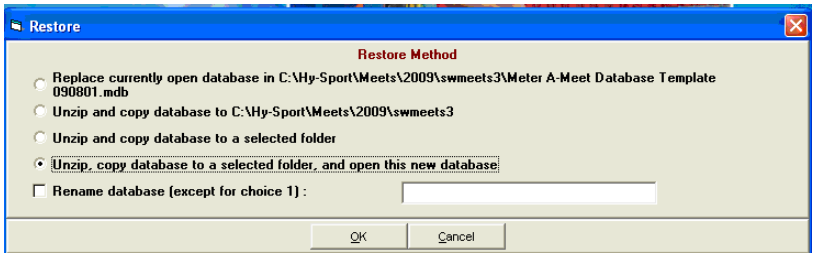
This should be done prior to the meeting with the visiting team for the data and meet entries exchange.

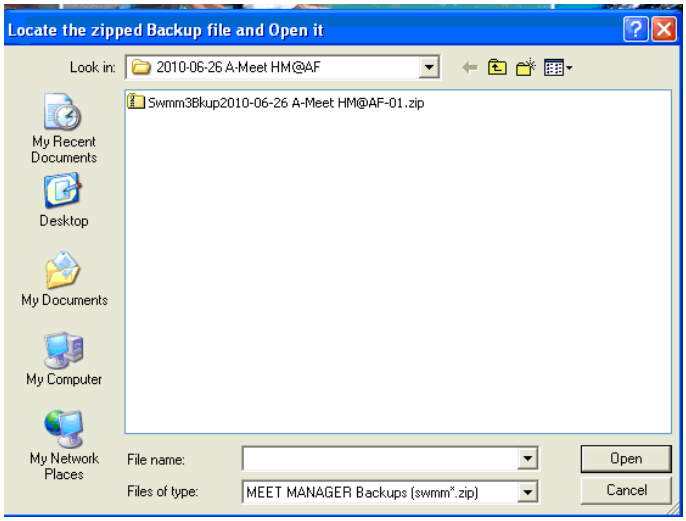
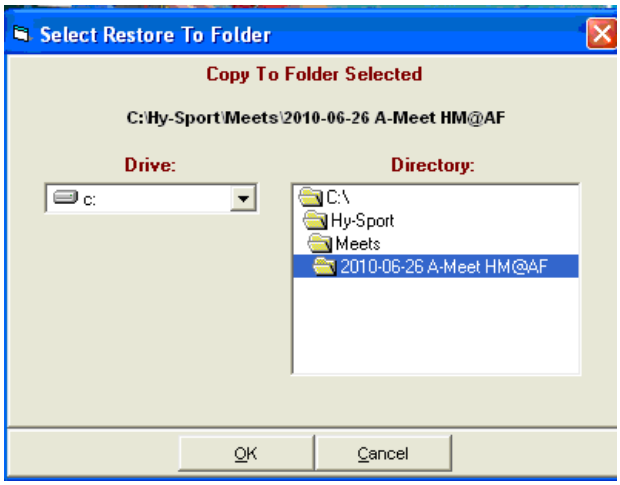
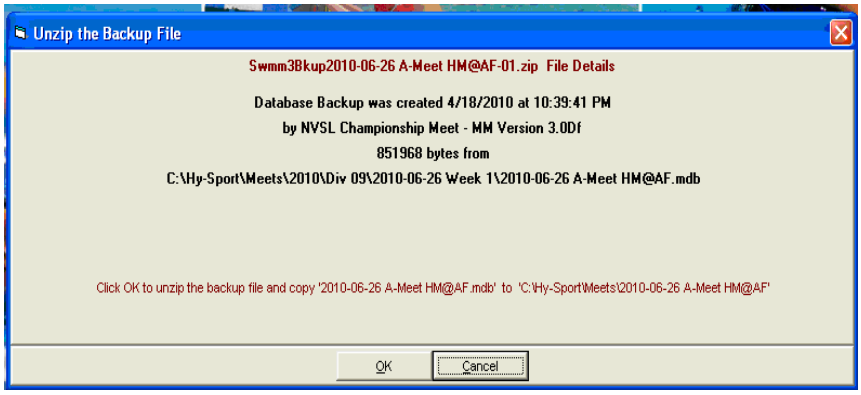
It is recommend that a directory named “Meets” be created in the “Hy-Sport” directory to store all the meets. For each meet set up a directory in “Meets” for all files pertaining to the meet. The recommended NVSL naming standard for this directory is:

yyyy-mm-dd [meet type**] [**visitor initial**]@[**home initial**]**

An example: **2007-07-07 A-Meet HS@ML**

Each dual meet requires a new database. Each NVSL meet has a specific database backup file in the Document Center of the NVSL website at http://www.nvsl.nvblu.com. Download the meet database backup file (Home - database – Swmm3Bkupyyyy-mm-ddA-Meet[visitor initial]@[home initial]-0x.zip) for your specific meet from the Hy-Tek directory in the Document Center at the NVSL website. Save the database backup file in the directory setup for the meet. The following will restore the Meet database for use:

File➔Restore	
Select “Unzip, copy database to a selected folder, and open this new database” option OK	

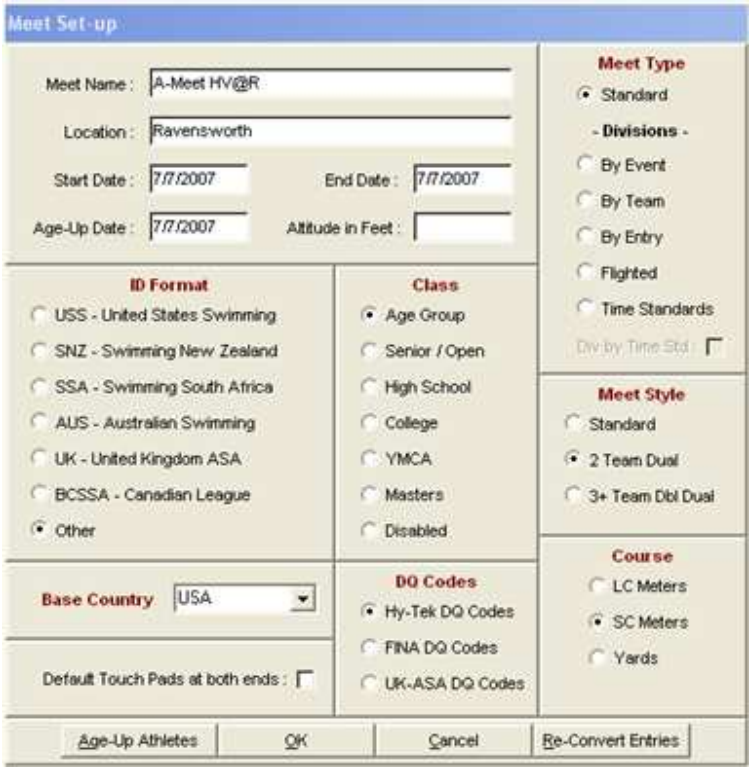
Navigate to the meet directory where you saved the meet backup file. Select the backup file. Open	
Navigate to the meet directory set up for the meet. OK	
Click OK to unzip the backup file and open the database. On the next screen a confirmation window will tell you the name of the meet database and the directory where it will be saved. Confirm this information is correct. OK	

Meet Manager will unzip the meet database and then open it for use. The bar at the top of the window shows the name of the currently open database file. Verify it is the correct meet date and teams.

2.2 Verify the Set-up of the Database for the Meet

In Meet Manager perform basic set-up verification for the meet via **Set-up | Meet Set-up.**

a) Verify basic information about the meet is correct. Change any incorrect information.
   1) Verify that the *Meet Name* has the correct teams and format, e.g., *A-Meet CCH@DV*
   2) Verify the *Start Date*, *End Date* and *Age-Up Date* for the meet are correct
   3) Verify that the correct course is set for the meet (*SC Meters* or *Yards*).

Set-up from the Main Menu Meet Set-up	
VERIFY that the following fields are correct: -Meet Name -Location -Start Date -End Date -Age-Up Date For Meet Name, the NVSL convention is: **A-Meet Visiting Team @ Home Team** The Start Date and End Date are the scheduled day of the meet. If the meet will be in one of the 25 yard pools (e.g. KG or HRA) make sure the "Course" is Yards. For all other pools, the course is SC Meters. All other fields in this Meet Set-up box should be left unchanged. OK	

b) Sessions are not required to run a meet successfully in HyTek. The A-Meet templates do not have sessions defined.

c) Your A-Meet should contain 50 standard scored A-Meet events. These are mandatory and MUST NOT BE ALTERED. They feature the four individual stroke

events in all age groups ranging from 8&U through 15-18 except 8&U Butterfly, plus relays in those same age groups, plus the two mixed age relays.

2.3 Importing Entries, Rosters and Team Records (optional)

The importing of team entries, rosters and team records (optional) and seeding normally takes place at the home team pool at a mutually agreed to time generally on the Thursday night prior to the A-Meet.

Each team should provide three files on a CD or thumb drive:

- a Meet Entries file
- a Roster file
- a Team Records file (optional)

It is recommended that all the files associated with the meet from both teams be copied into the meet directory set-up for that purpose.

It is important to import the roster files, because they contain swimmers on the roster, but not currently entered in the meet. If they get entered into the meet on Saturday morning during the Scratch Meeting, they will already be in the database.

Each team should also provide a printed Meet Entries Report (also called a Firm Entries List) of the meet entries. The printed report is the official entries list and its purpose is to verify the computer entries.

2.3.1 Import Entries

File➔Import➔Entries from Main Menu Browse to the location of Entries file Open. Meet Manager will display a dialog box telling you the zip file has been unzipped. OK. Select the *.hy3 file in the Open File for Import dialog box. Open.	

Verify that the File meet name is correct.

If correct then:

OK

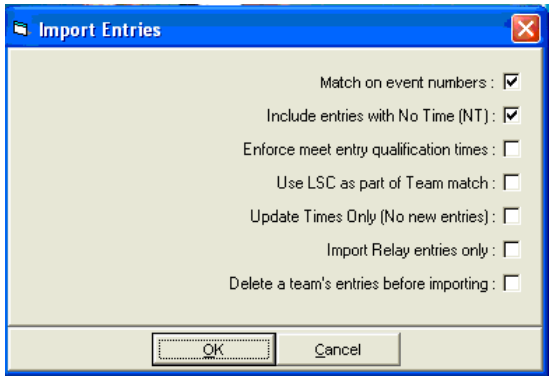
ELSE Abort

Cancel

Hy-Tek Data Interchange File Information
File selected : C:\Hy-Sport\SwMM2\CLtemp\HFILE001.HY3
File purpose : Meet Entries
by Hy-Tek customer : Dowden Terrace Swim Team from Win-TM 4.0Rg
File created on 1/21/2008
File meet name : A-Meet HS v ML 7/7/2007
OK
Cancel

Verify that the first two boxes are checked, and that the bottom five boxes are un-checked. Then

OK


Import Entries
Match on event numbers :
Include entries with No Time (NT) :
Enforce meet entry qualification times :
Use LSC as part of Team match :
Update Times Only (No new entries) :
Import Relay entries only :
Delete a team's entries before importing :
OK
Cancel

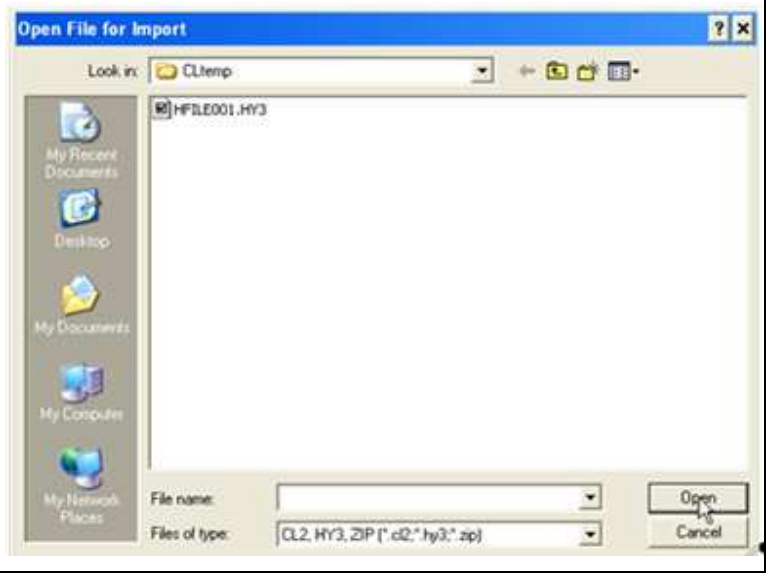
Verify that Relays are present and there are no Exceptions. If Exceptions are present review the Exceptions Report (see below) and make any necessary corrections. Then

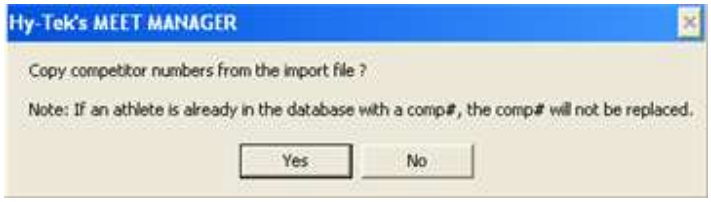
OK

Repeat the process for the other team's entries.

2.3.2 Import Rosters

File➔Import➔ Rosters Only from the Main Menu

Browse to the location of the Roster files. Select the Zipped Roster file. 🖱🖱 the file OR 🖱 Open.	
This screen tells you that the roster file has been unzipped. The next screen will display the unzipped file. 🖱 OK	
Select the *.HY3 file. Unzipped roster and entry files are named Hfilexxx.HY3. 🖱 Open You'll be asked to confirm that you are importing the correct roster. 🖱 OK	

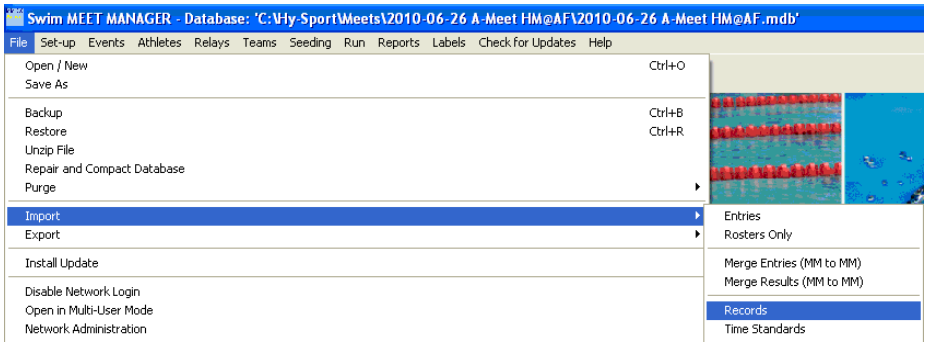
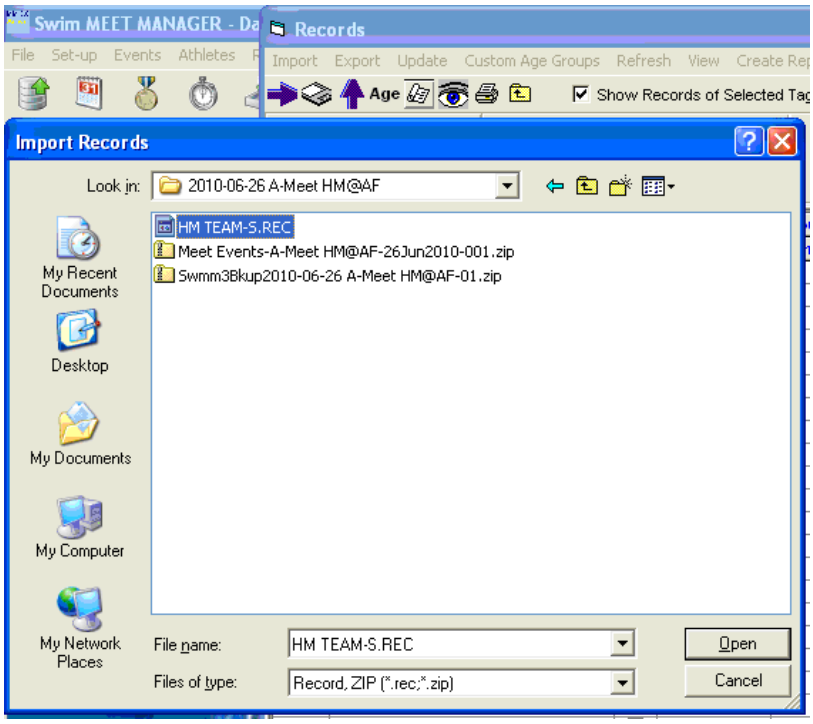
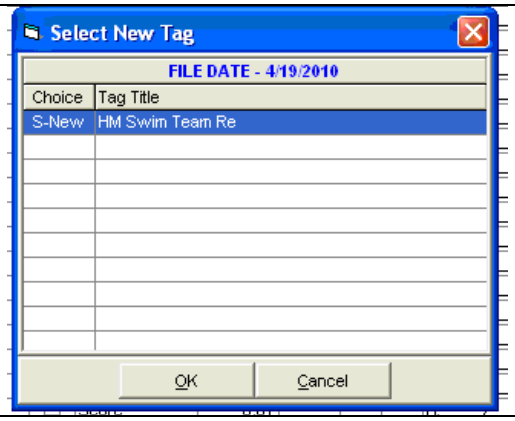
You will also be asked to copy competitor numbers. No	
You will also be asked to Use LSC as part of Team match? No	
OK to return to the Main Menu.	

Repeat the Roster Import process for the roster of the second team.

2.3.3 Import Records (Optional)

The NVSL meet database (or NVSL templates used to create meet databases) will contain the League Records for the appropriate course, 25Y or 25M, as well as a Time Standard for the previous year's All Star Individual Championship qualifying time. Note that the NVSL Records are stored in two separate files because of ties. The meet database also contains a record labeled Score that is used to provide a space for recording the event and cumulative scores for the table workers. You may also import team or pool records into the MM database of a specific meet. MM 3.0 has a feature where you can have Team Records imported for each team and it will only flag the record if a member of the appropriate teams breaks it.

If you are going to import both pool records and team records, it is suggested that you import the pool records first

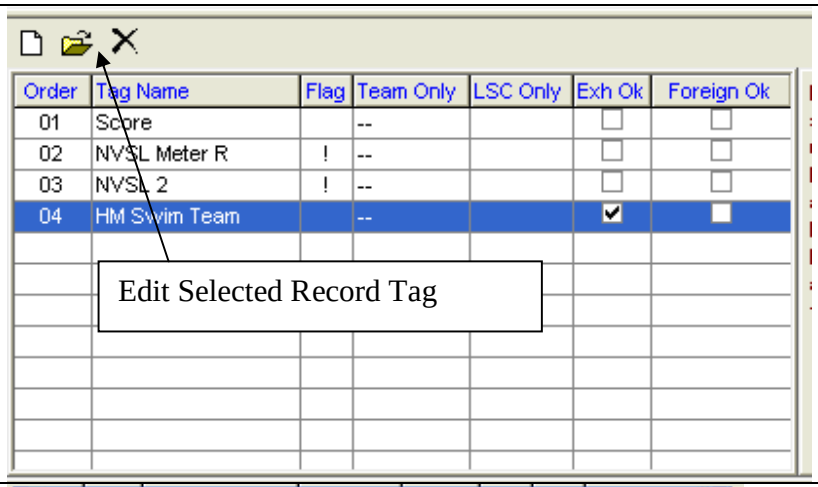
File➔Import➔ Records from the Main Menu	
Import from the Records window menu and navigate to the meet directory where the records file is stored. Record files have a *.REC file extension. Select the team record file to open. Open	
OK	

Highlight the new record line that was just imported.

the Tag Name

OR

Edit Selected Record Tag



Enter single character into the “Flag” field; this is normally the first letter of the team name. This is the character that will be displayed on the printouts if a record is broken. Note that the “!” flag is reserved for League Records.

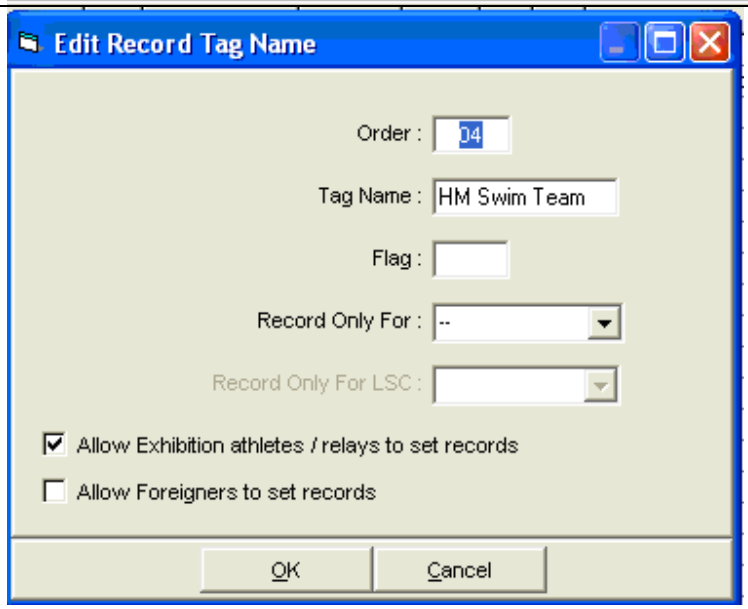
Use the pull down menu for “Record Only For” and pick the team related to the records.

Clear the “Allow Exhibition athletes / relays to set records” checkbox.

OK

on Record Window menu.

OK on warning box about a record without a flag.


Edit Record Tag Name
Order : 04
Tag Name : HM Swim Team
Flag :
Record Only For : --
Record Only For LSC :
Allow Exhibition athletes / relays to set records
Allow Foreigners to set records
OK
Cancel

Repeat the process for Team Records for the other teams.

The restriction of Team Records to one team cannot be set until after the team entries have been imported.

2.4 Exception Report

In this process, you are going to have Meet Manager tell you if any swimmers are entered in more than the allowed two individual events or whether a team has more than three entries per individual event.

Reports➔Exception Report

Verify the parameters for the "Exceeded Maximum Entries per Athlete" are correct as shown.

Select All

Create Report

If there are no exceptions (that is, no swimmers entered in more than two events), you will get the following message:

OK

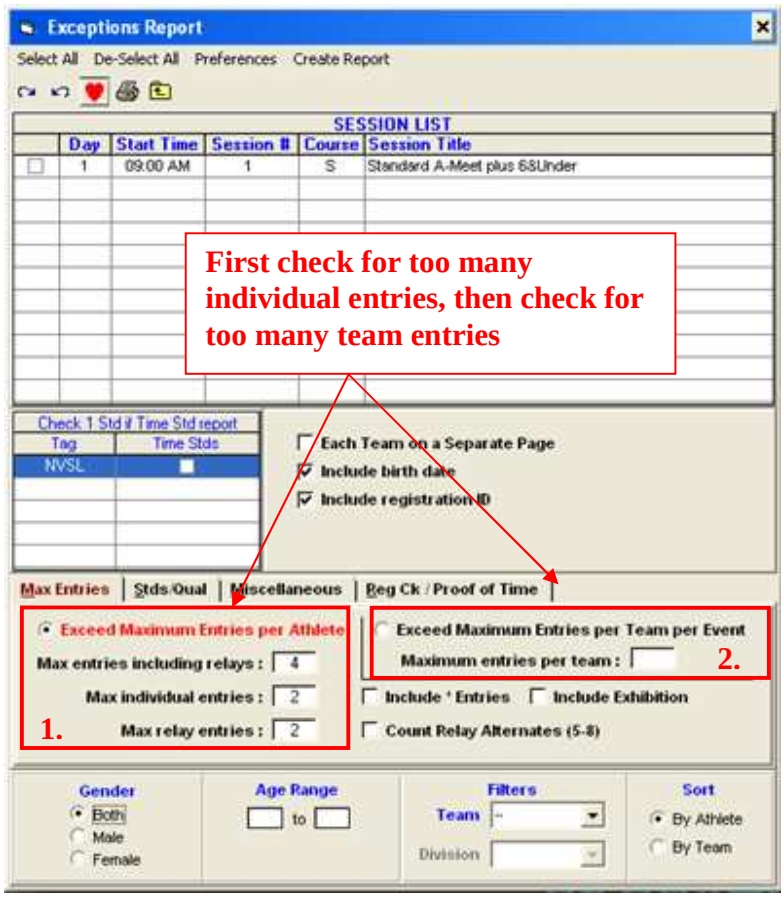
Enter "3" in the Maximum entries per team blank.

Select All

Create Report

OK

If there are exceptions listed in either report, see NVSL rules 3 and 4.



If there are any swimmers listed in either report, they must be removed from to bring the entries in compliance with NVSL rules. For swimmers exceeding the maximum number of individual entries, that swimmer must be removed from every event on the list after the first two. There is no choice for which events to remove them. It is strongly suggested that you print out this report to be able to show to the referee and the coaches which swimmers were removed from which events.

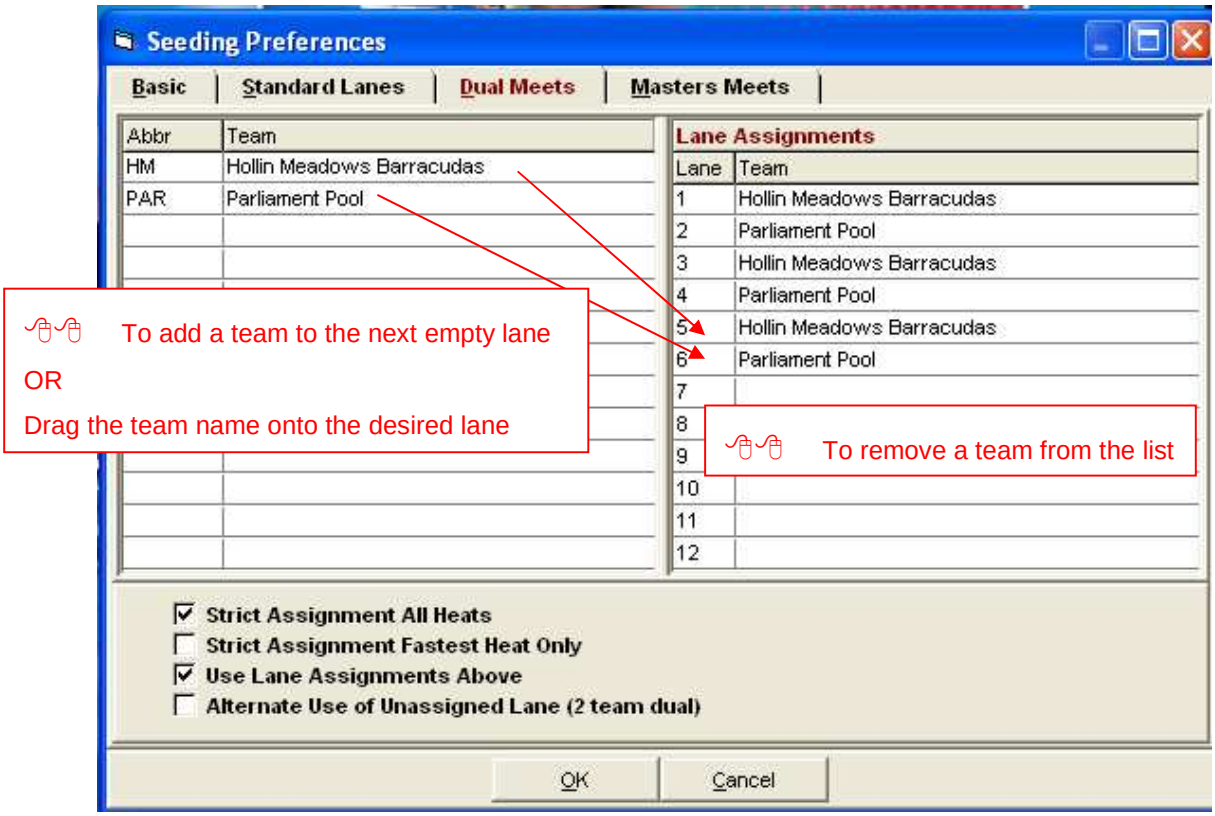
2.5 Seeding the Meet

The team entries have been imported and verified. Now is the time to assign lanes to teams and then assign athletes to the lanes.

2.5.1 Designate which lanes each team will use

The home team should be assigned lanes 1, 3 and 5 while the visiting team should use lanes 2, 4 and 6. To designate which lane each team will be assigned do the following:

From the MAIN menu: Set-up➔Seeding Preferences Dual Meets tab The "Lane Assignments" side will be blank. Check "Use Lane Assignments Above"	



2.5.2 Perform Seeding

Now that the team entries have been imported and the teams have been assigned lanes, it is time to assign the swimmers for each individual event to specific lanes. Seeding is the process of assigning swimmers to specific lanes within a single event. The seeding process will place the fastest swimmers for each team based on their entry times into the middle lanes (3 or 4), the next fastest swimmers in the next outward lanes (2 and 5) and the slowest swimmers in the most outside lanes (1 and 6). Any swimmers without entry times will be seeded after those swimmers with entry times and if more than one such swimmer exists they will be seeded randomly among the available lanes for their team.

Teams wishing to control the assignment of swimmers into lanes should specify custom times in Team Manager when making the swimmer selections.

- Seeding from Main Menu.
- Select All. Every event in the meet is highlighted in yellow.
- Start Seeding. A message noting the progress of the seeding will appear in the bottom of the screen
- to close and return to Main Menu

2.5.3 Post Seeding Reports

Now would be a good time to make a backup of your database. It is not required, but provides protection for all the work you've just done. If you don't know how to back up your database, it is described in Section 1.4.

Once the seeding is complete and if a printer is available at the meeting, a meet sheet (Reports | Memorized Reports | 2 column meet sheet for distribution) should be printed for each team to review (see section 2.6.1). The paper copy of the Firm Entry List is the official list of a team's entries and the meet program should be compared to the Firm Entry Lists to ensure the meet program is correct.

Once the meet program has been verified, the host team should provide both teams with a backup of the Meet Manager meet database (File | Backup), see section 1.4 for more information.

2.6 Printing for the Meet

There are two things you need to print from the database before the meet: Meet Programs and Time Cards.

2.6.1 Printing Meet Programs

There is no set number of copies of the Meet Program that need to be printed and/or copied. After a few meets, you will come up with the optimal number for your situation. Remember, you can always print additional copies at the meet.

There are two Memorized Reports for Meet Program that have been preloaded into the A-Meet template which was downloaded from the NVSL Website:

1. Table Workers Meet Sheet – this is the Official format which the table workers fill in during the meet and is signed by the Referee and submitted to the Division Coordinator upon completion of the meet. It is a single column format.
2. 2 column meet sheet for distribution – this is the format for distribution to officials and others at the meet. It is also the recommended format if you plan to sell copies to spectators.

The following people should be provided with Meet Programs to perform their jobs at the meet:

2 Column Format	Single Column Format
Referee (1)	Scorers (3)
Starter (1)	
Stroke & Turns (4)	
Chief Timers (1-2)	
Clerks of Course (1-2)	
Announcer (1)	
Place Recorders (1-2)	
Awards Clerks (2)	
Team Reps (2)	
Coaches (1-2 per team)	
Computer Operators (1-2)	

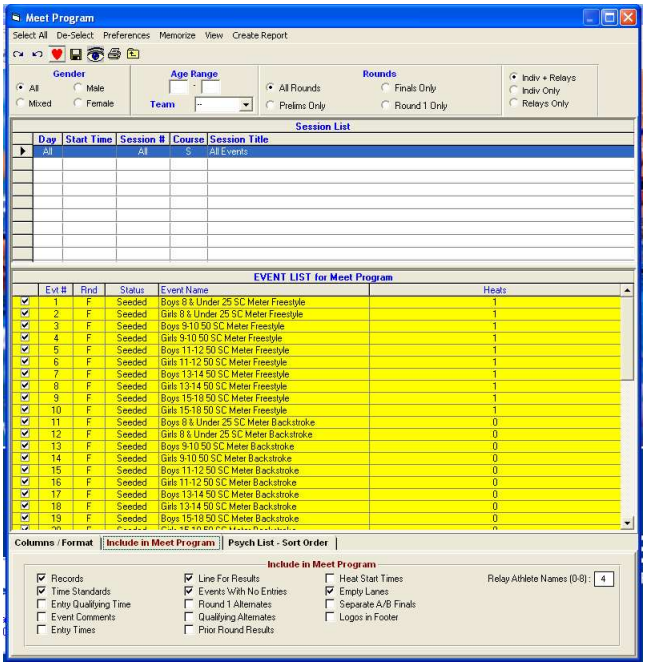
- Reports➔Memorized Reports

1. Official Format for manual scoring

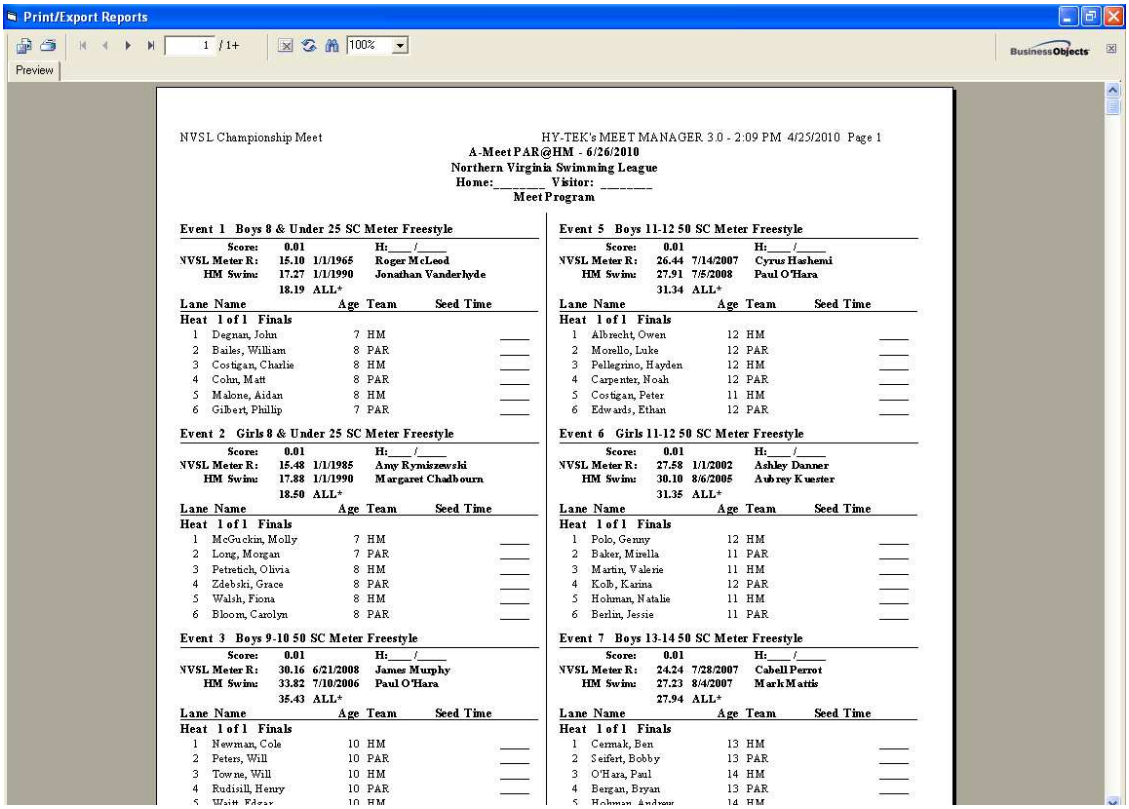
- Table Workers Meet Sheet
- Run Report
- Select All. The Event List should show the status of all events as "Seeded" and all highlighted in yellow.
- Create Report

2. 2 Column format for distribution and sales

- 2 Column meet sheet for distribution
- Run Report
- Select All. The Event List should show the status of all events as "Seeded" and all highlighted in yellow.
- Create Report



You can try different options for Include in Meet Program, but the default and Automation Committee recommended options are shown below. Time Standards are used for the All Star Cut times from the previous season.


Print/Export Reports
Preview
NVSL Championship Meet
HY-TEK's MEET MANAGER 3.0 - 2:09 PM 4/25/2010 Page 1
A-Meet PAR@HM - 6/26/2010
Northern Virginia Swimming League
Home:_____ Visitor: _____
Meet Program
Event 1 Boys 8 & Under 25 SC Meter Freestyle
Event 2 Girls 8 & Under 25 SC Meter Freestyle
Event 3 Boys 9-10 50 SC Meter Freestyle
Event 5 Boys 11-12 50 SC Meter Freestyle
Event 6 Girls 11-12 50 SC Meter Freestyle
Event 7 Boys 13-14 50 SC Meter Freestyle

This is an example of the 2 column meet program.

To print the Meet Program report from the Report Preview Screen, use the buttons at the top of the screen.

Print

Export Report as a File

You can print one copy, and then make additional copies. Or, you can print multiple copies on your printer. Your choice of how to make the number of copies required depends on what type of printer you have and/or your access to a copy machine.

2.6.2 Printing Time Cards

Print A-Meet Timer Cards using the NVSL supplied 8 ½ x 11white sheets that are perforated to produce 6 Time Cards per sheet. To print the Time Cards:

- Reports➔Memorized Reports from the Main Menu
- In the Memorized Reports window select Cards sorted by lane➔Run Report

Label Selections: 2x3

Format: Heat Lane Number

Sort By: Lane **OR** Event Number

Normally the time cards will be sorted by lane for easier sorting.

Select Events

Select All

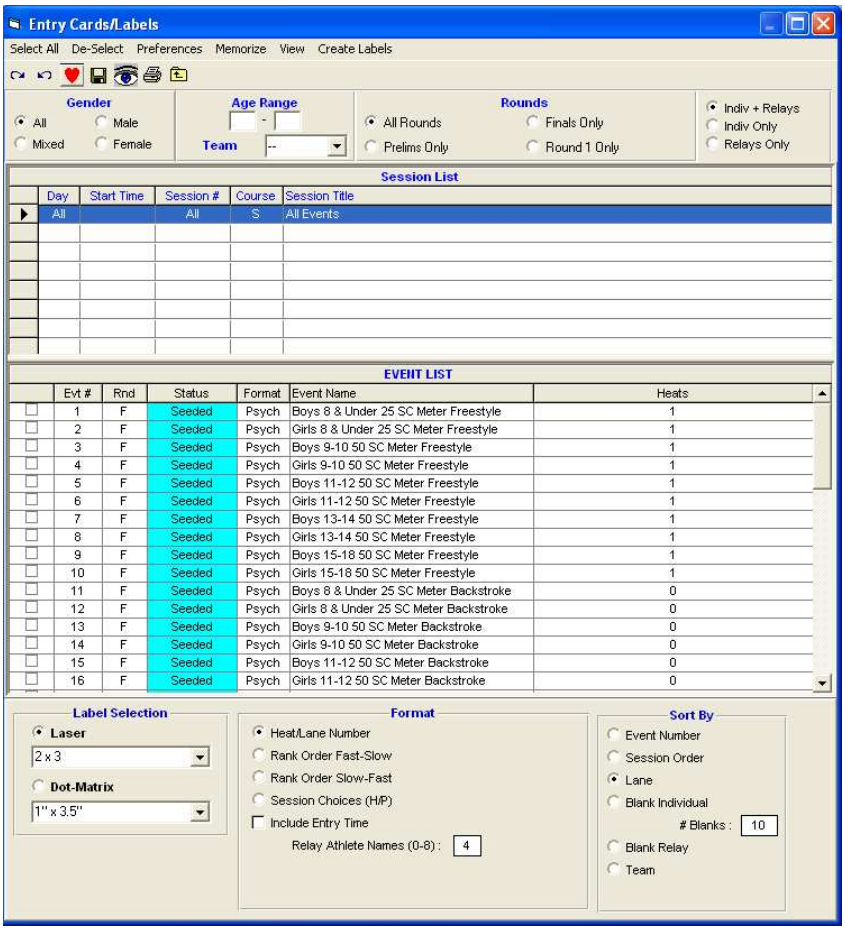
OR

Select Individual Events

Then

Create Labels

Review for accuracy. If ready for printing:



Once the time cards are printed for both teams they should be separated and placed onto clipboards (1 clipboard per lane) for the timers. Be particularly watchful for empty lanes. Some teams will enter “No, Swimmer” in their empty lanes so that a time card will be prepared. Time cards will not be printed for lanes without swimmers. It is recommended that a blank time card be inserted into the appropriate location of the time card deck. This will ensure that six time cards will be collected for every individual event and prevent any worry about losing a time card.

2.7 What to Take to the Meet

Now that you’ve completed the pre-meet process, you can gather up the things you need to take to the meet.

Here is a suggested list of items the host team should take to the meet (or make sure someone provides).

Computer

Printer

Backup of the Meet Database on a USB drive

Printer paper

Printer labels

Meet Programs

Time Cards

Section 3 -- At the Meet

This section describes what you do at the meet.

3.1 Scratches

The NVSL scratch rules are described in the NVSL Handbook under rule 5. The scratch process is to allow a team to substitute for swimmers that are seeded, but are not at the meet.

NOTE #1

If a Team does not does not have a substitute for a no-show swimmer, they DO NOT need to report the scratch. The swimmer will just be treated as a no-show for the swim.

NOTE #2

Under NO circumstances, may a swimmer be moved from one event to another event. The only substitutions allowed are swimmers that are not already entered in their maximum of two individual events and one Age Group Relay and the Mixed Age Relay.

The Team Representatives will present any substitutions for no-show swimmers on a Scratch Form. The Scorer, Clerk of Course and Announcer should note the changes on their Meet Programs. The Scorer keeps the Official copy of the Scratch Form.

3.1.1 Scratch from the Run Menu

From the Run Menu

Adjust F8

Run the Meet
Events Athletes Relays Seeding Web Re-Score Combine Reports Labels
Enter Results by Lane (Ctrl-E)
HY-WIRE Disabled
EVENT LIST - All Events - SC Meters - (Session no
Evt # Rnd Status Event Name
1 F Seeded Boys 8 & Under 25 SC Meter Freestyle
2 F Seeded Girls 8 & Under 25 SC Meter Freestyle
3 F Seeded Boys 9-10 50 SC Meter Freestyle
4 F Seeded Girls 9-10 50 SC Meter Freestyle
5 F Seeded Boys 11-12 50 SC Meter Freestyle
6 F Seeded Girls 11-12 50 SC Meter Freestyle
7 F Seeded Boys 13-14 50 SC Meter Freestyle
8 F Seeded Girls 13-14 50 SC Meter Freestyle
9 F Seeded Boys 15-18 50 SC Meter Freestyle
10 F Seeded Girls 15-18 50 SC Meter Freestyle
11 F Seeded Boys 8 & Under 25 SC Meter Backstroke
12 F Seeded Girls 8 & Under 25 SC Meter Backstroke
13 F Seeded Boys 9-10 50 SC Meter Backstroke
14 F Seeded Girls 9-10 50 SC Meter Backstroke
15 F Seeded Boys 11-12 50 SC Meter Backstroke
16 F Seeded Girls 11-12 50 SC Meter Backstroke
Session : F7
Splits : F9
Adjust : F8
Refresh : Ctrl-D
Ref Names : Ctrl-R
Awards : Ctrl-A
Heat 1

Show Eligible Athletes or Eligible Athletes + Swim-ups as applicable

The swimmer in the lane

Drag the new swimmer from the list of eligible swimmers into the lane.

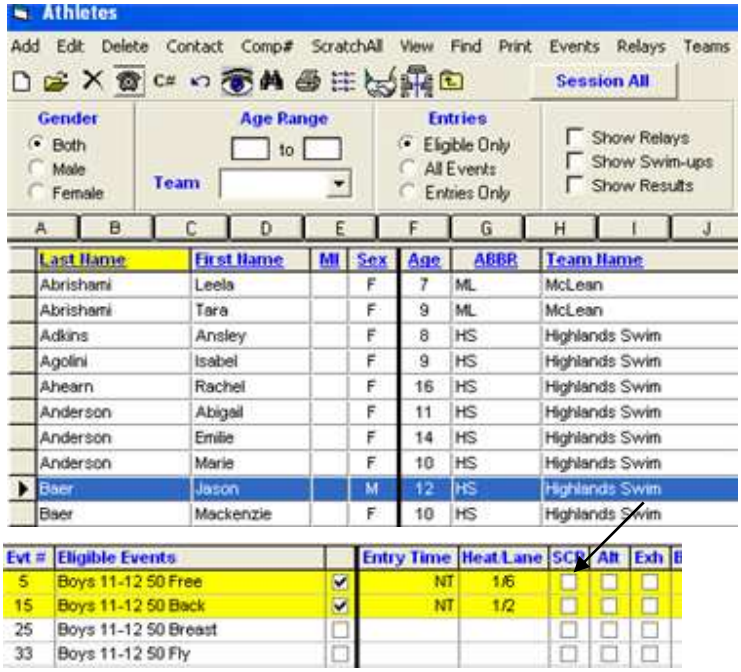
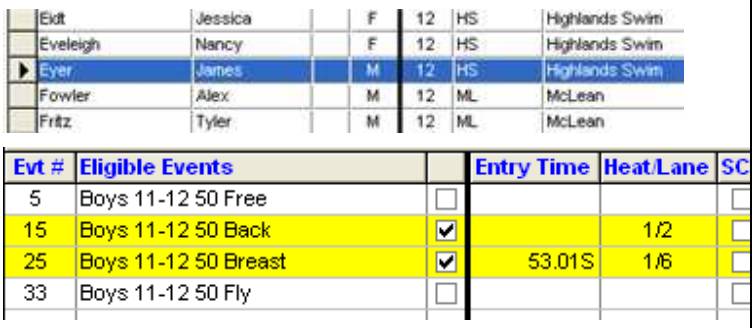
If the swimmer does not appear as an eligible swimmer, manually add the swimmer to the meet before adding to the event (See paragraph *3.1.3*).

Before exiting the Preview/Adjust screen you will be prompted to Save any changes. If you close the window without saving any changes will be lost.

Preview / Adjust
Save Add Heat Delete Empty Heats Switch Heats Athletes Help
Team
Hide Athletes
Show Eligible Athletes
Eligible Athletes + Swim-ups
Event 1 Boys 8 & Under 25 SC Meter Freestyle
Row Heat Lane Name Age Team

3.1.2 Scratch from the Main Menu

From the Main Screen, select “Athletes”. Scroll down until you see the swimmer you need to scratch. Click on the swimmer’s name to select him/her.

Athletes from the Main Menu Scroll down until you see the swimmer to scratch. Swimmer Name At the bottom of the window, the events entered by the swimmer are highlighted in yellow. SCR box next to the Heat/Lane to scratch the swimmer.	
Yes to confirm scratch. No to deny scratch Repeat for any subsequent events that the swimmer many be entered. Make a note if all events are not on scratch list.	
First Replacement Swimmer To enter swimmer in the event, check the box next to the event. Click in the Heat/Lane box and enter the heat and lane as "heat" "slash" "lane". Press "Enter" Repeat the process for any other event for that swimmer Repeat the process for the remaining replacement swimmers.	

3.1.3 Add Athlete Meet

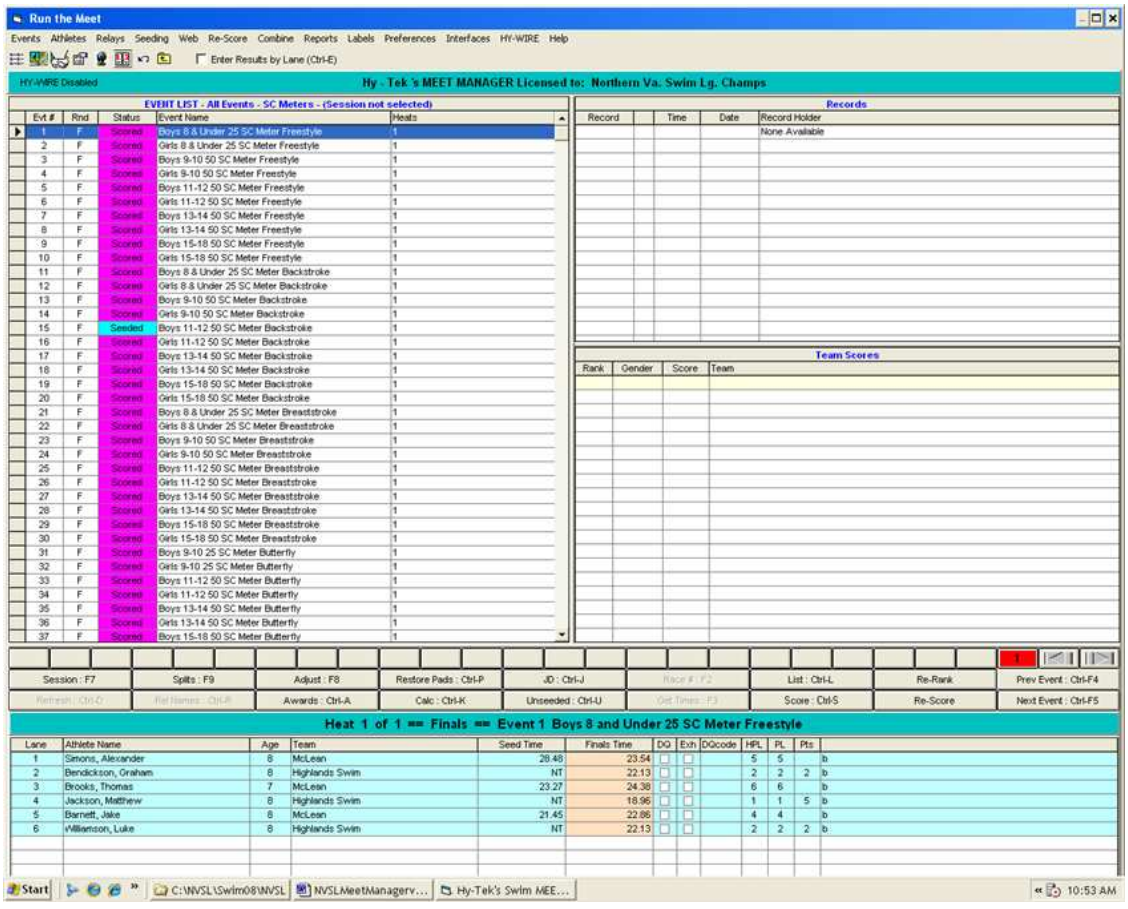
Navigate to **Athletes | Add** screen.

Athletes→Add Enter: Last Name, First Name, Birth Date, Team and Gender	

If you do have to manually enter a swimmer, be sure to tell the appropriate Team Representative so they can check for duplicate swimmers in their team database after importing the meet results.

3.2 Entering Results

The “Run” screen is where you enter results and score the events.



Select the active event from the Event List in the upper left corner of the window. Results will be entered in the “Finals Time” column, which is highlighted on the lower portion of the window.

To enter a time, click in the Finals Time box for the swimmer. Enter the time using just the numbers, without any punctuation. For example to enter the time 21:34 enter "2", "1", "3", "4".

To get to the next swimmer, you can click on the Finals Time box for that swimmer. You can also use the "Enter" key, the "Tab" key or the arrow keys to move between fields. Use whatever works best for you.

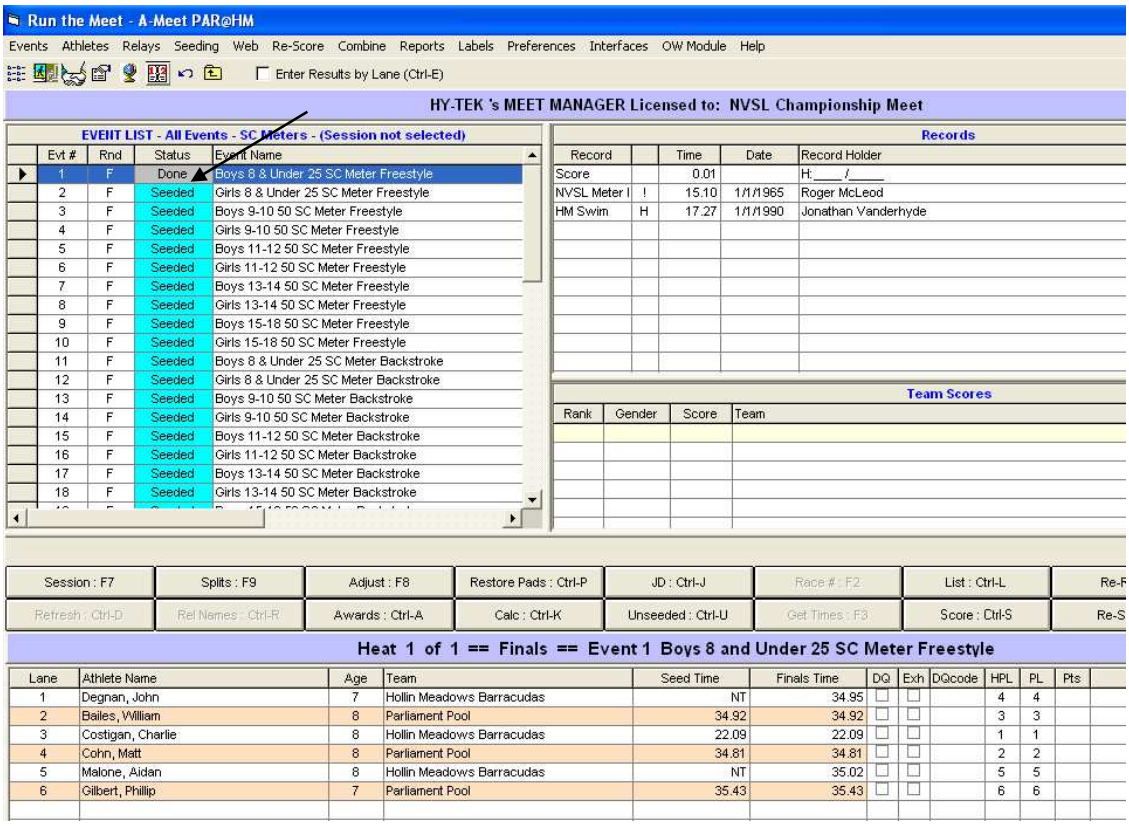
If you make an error, click on the time. Then, re-enter the new time.

If you have a no-show swimmer, enter "NS" in the box where the time would be. Meet Manager will not allow you to score an event until every swimmer is accounted for.

If you have a disqualification for a swimmer, you may enter the time and then click the "DQ" box or you may enter "DQ" in the box where the time would be. Other acceptable codes include DNF – did not finish and DFS – declared false start. You may also want to enter DQ Codes if desired by the coach or team rep. To do that click on the DQcode box adjacent to the disqualified swimmer. A list of the most common disqualification reasons are shown appropriate for the stroke being swum. Select the appropriate reason from the list.

3.3 Scoring the Event

After you have entered a time for every swimmer, in every heat, the Event Status changes from "Seeded" to "Done".


Run the Meet - A-Meet PAR@HM
Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module Help
Enter Results by Lane (Ctrl-E)
HY-TEK 's MEET MANAGER Licensed to: NVSL Championship Meet
EVENT LIST - All Events - SC Meters - (Session not selected)
Evt # Rnd Status Event Name
1 F Done Boys 8 & Under 25 SC Meter Freestyle
2 F Seeded Girls 8 & Under 25 SC Meter Freestyle
3 F Seeded Boys 9-10 50 SC Meter Freestyle
4 F Seeded Girls 9-10 50 SC Meter Freestyle
5 F Seeded Boys 11-12 50 SC Meter Freestyle
6 F Seeded Girls 11-12 50 SC Meter Freestyle
7 F Seeded Boys 13-14 50 SC Meter Freestyle
8 F Seeded Girls 13-14 50 SC Meter Freestyle
9 F Seeded Boys 15-18 50 SC Meter Freestyle
10 F Seeded Girls 15-18 50 SC Meter Freestyle
11 F Seeded Boys 8 & Under 25 SC Meter Backstroke
12 F Seeded Girls 8 & Under 25 SC Meter Backstroke
13 F Seeded Boys 9-10 50 SC Meter Backstroke
14 F Seeded Girls 9-10 50 SC Meter Backstroke
15 F Seeded Boys 11-12 50 SC Meter Backstroke
16 F Seeded Girls 11-12 50 SC Meter Backstroke
17 F Seeded Boys 13-14 50 SC Meter Backstroke
18 F Seeded Girls 13-14 50 SC Meter Backstroke
Records
Record Time Date Record Holder
Score 0.01 H:____/____
NVSL Meter I ! 15.10 1/1/1965 Roger McLeod
HM Swim H 17.27 1/1/1990 Jonathan Vanderhyde
Team Scores
Rank Gender Score Team
Session : F7 Splits : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L
Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S
Heat 1 of 1 == Finals == Event 1 Boys 8 and Under 25 SC Meter Freestyle
Lane Athlete Name Age Team Seed Time Finals Time DQ Exh DQcode HPL PL Pts
1 Degnan, John 7 Hollin Meadows Barracudas NT 34.95 4 4
2 Bailes, William 8 Parliament Pool 34.92 34.92 3 3
3 Costigan, Charlie 8 Hollin Meadows Barracudas 22.09 22.09 1 1
4 Cohn, Matt 8 Parliament Pool 34.81 34.81 2 2
5 Malone, Aidan 8 Hollin Meadows Barracudas NT 35.02 5 5
6 Gilbert, Phillip 7 Parliament Pool 35.43 35.43 6 6

To score the event, click on the "Score" button, or type "Ctrl-S". The event will be scored and you will get the results Report for that event in the Report Preview window.

NVSL Championship Meet HY-TEK's MEET MANAGER 3.0 - 10:20 PM 5/13/2010 Page 1

A-Meet PAR@HM - 6/26/2010

Northern Virginia Swimming League

Home:_____ Visitor: _____

Results

Event 2 Girls 8 & Under 25 SC Meter Freestyle

Score:	**0.01**		**H:___ /____**	**V:___ /____**
NVSL Meter R:	**15.48**	**! 1/1/1985**	**Amy Rymiszewski**	**MHC**
HM Swim:	**17.88**	**H 1/1/1990**	**Margaret Chadbourn**	**HM**
	18.50	**ALL***		

	Name	Age	Team	Finals Time	Points
1	Petretich, Olivia	8	Hollin Meadows Barracudas	19.55	5
2	Zdebski, Grace	8	Parliament Pool	21.87	3
3	McGuckin, Molly	7	Hollin Meadows Barracudas	26.35	1
4	Long, Morgan	7	Parliament Pool	26.66	
5	Walsh, Fiona	8	Hollin Meadows Barracudas	27.35	
6	Bloom, Carolyn	8	Parliament Pool	28.23	

Combined Team Scores

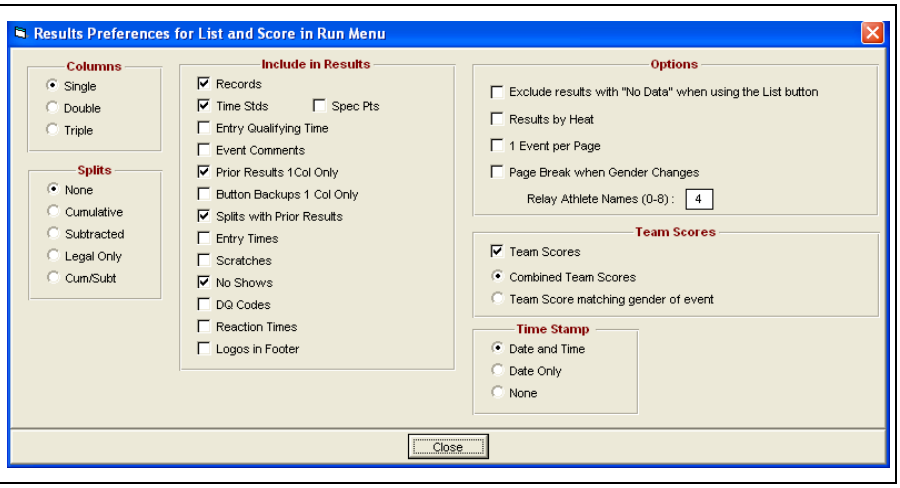
Combined Team Scores - Through Event 2

1.	Hollin Meadows Barracudas	11	2. Parliament Pool	7

To control the formatting of this report you can set your preference from the Run window.

Preferences➔Results for List and Score

Recommend settings are shown.



You may want to print this report for verification and for the Announcer. An alternative to minimize the use of paper is to print out results at the end of each stroke block (e.g. freestyle) when ribbon backings are being printed.

3.4 Verification of Data Entry

The data entry is usually a two-person job, with one person entering the data and the other person reading the times. It is suggested that the two data people do a 100% verification of the times by having the data entry person read back the times from the screen and compare them with the time cards.

In addition, it is suggested that an additional verification be done by comparing the results printout with to the manual score sheets. This will provide another level of confidence in the data entry and reading of the times on the time cards. Scores should also be checked and any differences resolved.

After the verification is complete, the printout comes back to the computer for release of the results to the announcer and printing the ribbon labels.

3.5 Printing Ribbon Labels

Since most people use labels that come in sheets of 30 or 20 it is more efficient to print labels for multiple events at one time. Since most divisions award ribbons for all six swimmers per event it is convenient print award labels after every stroke block of ten events – five age groups and two genders. That will result in 60 ribbon backs being printed. You need to decide what works best for your team and division.

To print labels from Main Menu

Labels➔Award Labels

Select event to print

Verify Label Selection and any settings at the bottom of the box.

A-Meet: The NVSL supplies ribbons for 1st, 2nd and 3rd place. If 4th, 5th, and 6th place are desired, the teams must supply the ribbons.

B-Meet Award Type options include Participation, By Heat.

A or B-Meet Sort By options include Team/Event.

Create Labels

Report Preview screen will display what the output will look like. From there you can print (**make sure to put labels in the printer)**. Or, you can cancel without printing.

Award Labels
Select All
De-Select
Preferences
Memorize
View
Create Labels
Gender
All
Male
Mixed
Female
Age Range
to
Team
Rounds
All Rounds
Finals Only
Prelims Only
Round 1 Only
Indiv + Relays
Indiv Only
Relays Only
SESSION LIST
Day
Start Time
Session #
Course
Session Title
All
All
S
All Events
1
09:00 AM
1
S
Standard A-Meet plus 6&Under
EVENT LIST
Evt #
Rnd
Status
Event Name
Heats
Printed
1 F Scored Boys 8 & Under 25 SC Meter Freestyle 1
2 F Scored Girls 8 & Under 25 SC Meter Freestyle 1
3 F Scored Boys 9-10 50 SC Meter Freestyle 1
4 F Scored Girls 9-10 50 SC Meter Freestyle 1
5 F Scored Boys 11-12 50 SC Meter Freestyle 1
6 F Scored Girls 11-12 50 SC Meter Freestyle 1
7 F Scored Boys 13-14 50 SC Meter Freestyle 1
8 F Scored Girls 13-14 50 SC Meter Freestyle 1
9 F Scored Boys 15-18 50 SC Meter Freestyle 1
10 F Scored Girls 15-18 50 SC Meter Freestyle 1
11 F Scored Boys 8 & Under 25 SC Meter Backstroke 1
12 F Scored Girls 8 & Under 25 SC Meter Backstroke 1
13 F Scored Boys 9-10 50 SC Meter Backstroke 1
14 F Scored Girls 9-10 50 SC Meter Backstroke 1
15 F Seeded Boys 11-12 50 SC Meter Backstroke 1
16 F Scored Girls 11-12 50 SC Meter Backstroke 1
17 F Scored Boys 13-14 50 SC Meter Backstroke 1
18 F Scored Girls 13-14 50 SC Meter Backstroke 1
19 F Scored Boys 15-18 50 SC Meter Backstroke 1
20 F Scored Girls 15-18 50 SC Meter Backstroke 1
21 F Scored Boys 8 & Under 25 SC Meter Breaststroke 1
22 F Scored Girls 8 & Under 25 SC Meter Breaststroke 1
23 F Scored Boys 9-10 50 SC Meter Breaststroke 1
Label Selection
Laser
2 x 10
Dot-Matrix
1" x 3.5"
Individual Places : 1 To 6
Relay Places : 1 To 1
Award Type
Standard Award Label
Time Standard Achievement
Personal Best
By Heat
Exhibition Swims
Participation
Record Breaker
Relay Athlete Names (0-8) : 4
Sort By
Event Number
Session Order
Team/Event
Team/Athlete
Athlete

After printing a set of labels you will be returned to the Award Labels box. Check the boxes in the "Printed" column next to the events just printed. Then, next time printing labels, you will see which ones have been checked. **Note:** The software does not automatically check off the events you have printed.

EVENT LIST

	Evt #	Rnd	Status	Event Name	Heats	Printed
☐	1	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	1	☑
☐	2	F	Scored	Girls 8 & Under 25 SC Meter Freestyle	1	☑
☐	3	F	Scored	Boys 9-10 50 SC Meter Freestyle	1	☑
☐	4	F	Scored	Girls 9-10 50 SC Meter Freestyle	1	☑
☐	5	F	Scored	Boys 11-12 50 SC Meter Freestyle	1	☑
☐	6	F	Scored	Girls 11-12 50 SC Meter Freestyle	1	☐
☐	7	F	Scored	Boys 13-14 50 SC Meter Freestyle	1	☐

3.6 Other Data Entry tasks

3.6.1 Handling Disqualifications

This section will describe how to handle Disqualifications. Entering disqualifications is very simple. In the Run Window, you may enter the time and then check the "DQ" box next to the swimmer's time or type "DQ" in the "Finals Time" cell.

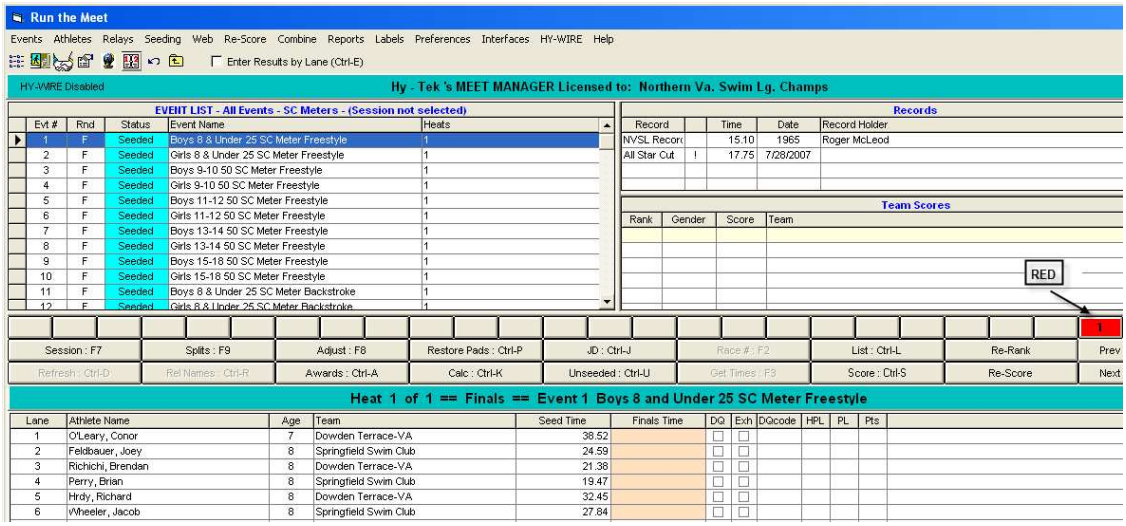
Heat 1 of 1 == Finals == Event 1 Boys 8 and Under 25 SC Meter Freesty

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL
1	Simons, Alexander	8	McLean	28.48	23.54	☐	☐		5	5
2	Bendickson, Graham	8	Highlands Swim	NT	22.13	☐	☐		2	2
3	Brooks, Thomas	7	McLean	23.27	24.38	☐	☐		6	6
4	Jackson, Matthew	8	Highlands Swim	NT	18.96	☐	☐		1	1
5	Barnett, Jake	8	McLean	21.45	22.86	☐	☐		4	4
6	Williamson, Luke	8	Highlands Swim	NT	22.13	☐	☐	DQ Box	2	2

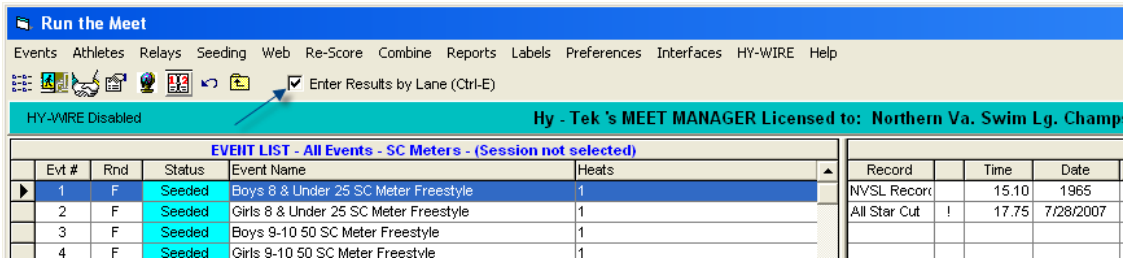
When you score the event, the Results Report will show the DQ. Also notice that this report shows the combined scores through that event. If a swimmer is DQ'ed before the race starts (e.g., a false start), then (s)he will not have a time to enter. Similar to entering NS for the time, you can also enter DQ for the time.

3.6.2 Entering Data by Lane instead of by Heat

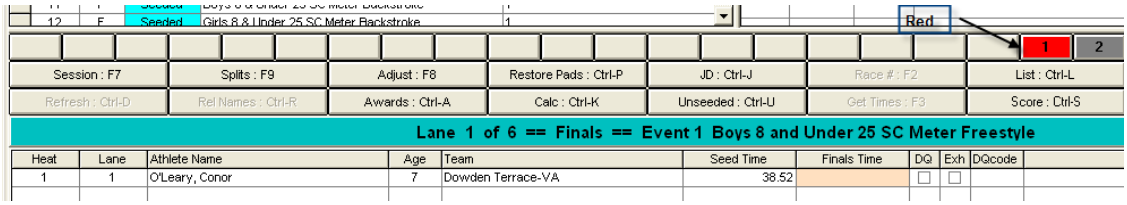
Meet Manager Run Window provides the ability to enter times by Heat or Lane. Data entry by heat is the default setting. The currently selected heat number is shown in red (see below).


Run the Meet
Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces HY-WIRE Help
Enter Results by Lane (Ctrl-E)
HY-WIRE Disabled
Hy - Tek 's MEET MANAGER Licensed to: Northern Va. Swim Lg. Champs
EVENT LIST - All Events - SC Meters - (Session not selected)
Records
Team Scores
RED
Session : F7
Splits : F9
Adjust : F8
Restore Pads : Ctrl-P
JD : Ctrl-J
List : Ctrl-L
Re-Rank
Refresh : Ctrl-D
Awards : Ctrl-A
Calc : Ctrl-K
Unseeded : Ctrl-U
Score : Ctrl-S
Re-Score
Heat 1 of 1 == Finals == Event 1 Boys 8 and Under 25 SC Meter Freestyle

Meet Manager also gives you the option of entering data by lane. To select this option, check the "Enter results by lane (Ctrl-E)" box at the top of the Run Window.


Run the Meet
Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces HY-WIRE Help
Enter Results by Lane (Ctrl-E)
HY-WIRE Disabled
Hy - Tek 's MEET MANAGER Licensed to: Northern Va. Swim Lg. Champ
EVENT LIST - All Events - SC Meters - (Session not selected)

The bottom portion of the window will now show the swimmer by lane and not heat. The currently selected lane is shown in red (see below)


Red
Session : F7
Splits : F9
Adjust : F8
Restore Pads : Ctrl-P
JD : Ctrl-J
List : Ctrl-L
Refresh : Ctrl-D
Awards : Ctrl-A
Calc : Ctrl-K
Unseeded : Ctrl-U
Score : Ctrl-S
Lane 1 of 6 == Finals == Event 1 Boys 8 and Under 25 SC Meter Freestyle

When the times come to you by lane it is easier for most people to do the data entry in that manner.

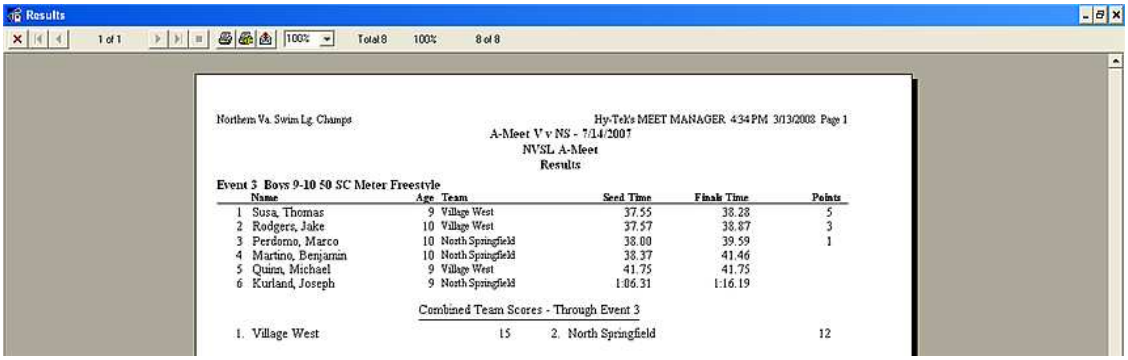
Meet Manager gives you the option of doing the data entry by either Heat or Lane. So, you are free to select whichever method works best for you.

3.6.3 Score Event, Print Results

After entering the times or appropriate codes for each swimmer score the event by clicking the "Score" button. The team scores after the last scored event will be displayed on the Run Window and the bottom of the Results preview report.

"Score" in the center of the Run Screen

The “Report Preferences” set earlier ensured that each swimmer’s individual points and the team scores appear on the report shown below.


Results
Northern Va. Swim Lg. Champs
Hy-Tek's MEET MANAGER 4:34 PM 3/13/2008 Page 1
A-Meet V v NS - 7/14/2007
NVSL A-Meet
Results
Event 3 Boys 9-10 50 SC Meter Freestyle
Name Age Team Seed Time Finals Time Points
1 Susa, Thomas 9 Village West 37.55 38.28 5
2 Rodgers, Jake 10 Village West 37.57 38.87 3
3 Perdomo, Marco 10 North Springfield 38.00 39.59 1
4 Martino, Benjamin 10 North Springfield 38.37 41.46
5 Quinn, Michael 9 Village West 41.75 41.75
6 Kurland, Joseph 9 North Springfield 1:06.31 1:16.19
Combined Team Scores - Through Event 3
1. Village West 15
2. North Springfield 12

If you see a mistake, then

- ✖ to close the “Results” preview and return to the Run screen.
- Fix the problem.
- Score or Rescore to return to the “Results” preview.
- Printer icon at the top of the “Results” preview to print
- ✖ to close and return to the Run screen.

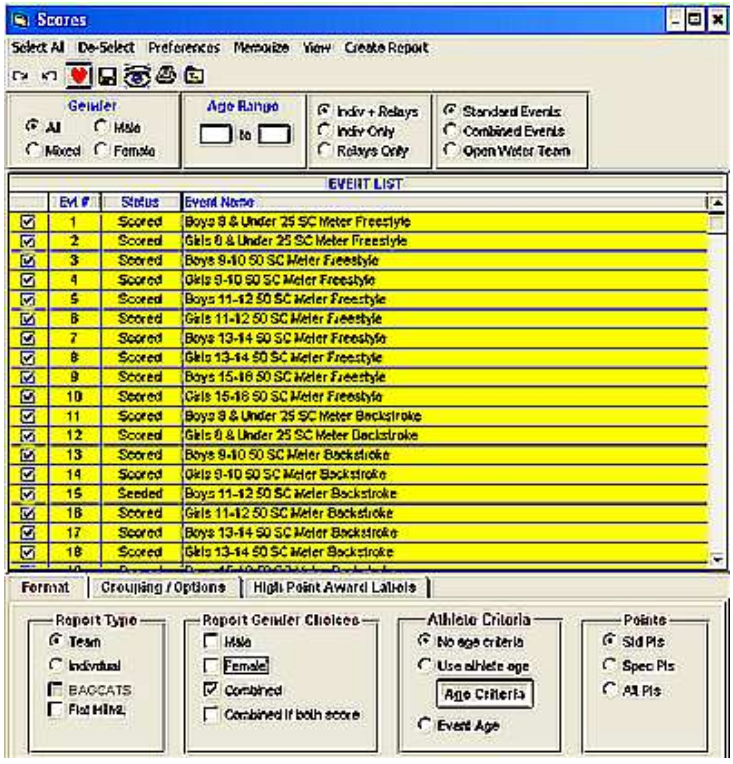
If you have to go back and rescore an event, the score will change to reflect only events up through the event you rescored. If this happens, and you want to restore the current score, simply rescore the highest number event completed.

From the Main screen or Run window

- Reports➔Scores

Make sure the Format tab items selected are the same as those shown to the right.

- Select All
- Create Report



Section 4 After the Meet

This section describes what you need to do after the meet is complete and all the times for all of the events have been entered and verified.

4.1 Backing Up the Database

After you've entered all the results, you've printed all the ribbon backings, and you've printed the final score for the announcer, the first thing you'll want to do is make a backup of the database.

Like most functions in Meet Manager, backing up the database is easy

File➔Backup	
Select drive and directory where you want to save the backup file. It is recommended you backup to the folder created for the meet. You may also want to create a backup for the visiting team to their flash drive. OK	

If you want to add a message to the backup file check the "Include a Message" box. Type in something descriptive such as "Final" or "After event 50".

DO NOT check the "Lock Database Backup as Read Only…" box.

OK

Backup Options
You have selected C:\HY-SPORT\MEETS\2007-07-07 A-MEET HS@ML as the location for the backup of your current database.
*** NOTICE ***
In case you are providing results to those who have TEAM MANAGER,
but do NOT have MEET MANAGER,
also provide an Export of Results to TM by clicking File / Export / Results for Team Manager.
*** WARNING ***
Non MM 2.0 users who have MM 1.4 must have 1.4Q or later to restore this backup.
You have the option to include a message with the backup.
Include a message
You have the option to lock the backup so that the database is set to Read-Only.
Checking the box below means:
Anyone, including yourself, restoring a locked backup will NOT be able to edit the results.
Lock Database Backup as Read-Only for Results, Splits, and Relay Names
OK
Cancel

4.2 Generating Results for Team Manager

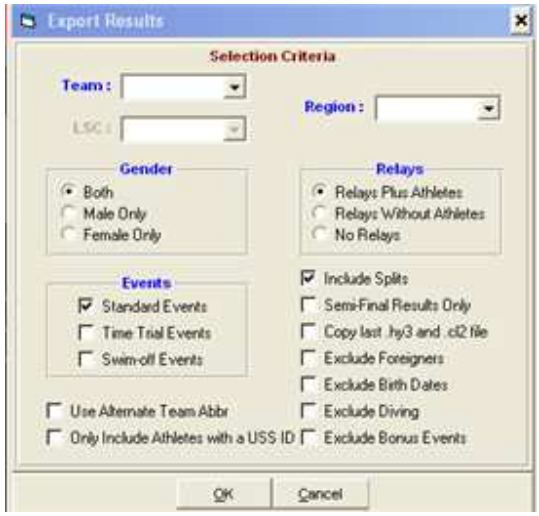
The backup file you just created can only be opened in Meet Manager. To get a Results file that can be imported back into Team Manager, you need to do a Results Export.

From the Main Menu

File➔Export➔Results for Team Manager or SWIMS or NCAA Database

Keep the default setting as shown.

OK



You will see statistics on how many results were exported. OK	
Select the drive and directory where Meet Manager will save the file. It is recommended you export Team Manager results to the directory for the meet and the visiting team flash drive if available. OK After the export is complete, a confirmation message showing the drive, directory and file name of the exported results will appear. OK	

4.3 Where to Send the Files

You've created two files using the procedures above:

(1) A Meet Manager backup

(2) A Results File (for importing into Team Manager)

A copy of these two files should be given to the visiting team on their flash drive or other media.

You or your team representative should also provide a copy of the **Meet Manager Backup** file to your Division Data Coordinator. This is typically done through email and the file is used to generate the results for the NVSL website.